

2009-2010 KIDS KLUB

Payroll Schedule

CYCLE	PAY PERIOD	DUE	PAY DATE
1	Aug 16 - 31	Tues- 9/1	Thurs, September 10
2	Sept 1 – 15	Wed– 9/16	Fri, September 25
3	Sept 16 – 30	Wed– 9/30	Fri, October 9
4	Oct 1 – 15	Thurs – 10/15	Fri, October 23
5	Oct 16 – 31	Fri– 10/30	Tues, November 10
6	Nov 1– 15	Fri – 11/13	Mon, November 23
7	Nov 16 – 30	Tues– 12/1	Thurs, December 10
8	Dec 1 – 12	Fri – 12/11	Thurs, December 17
9	Dec 13 – 31	Fri– 12/18	Fri, January 8
10	Jan 1 – 14	Thurs – 1/14	Mon, January 25
11	Jan 15 – 31	Mon – 2/1	Wed, February 10
12	Feb 1 – 12	Mon – 2/15	Thurs, February 25
13	Feb 13 – 28	Mon – 3/1	Wed, March 10
14	March 1 - 13	Fri - 3/12	Thurs, March 25
15	March 14 – 31	Wed – 3/31	Fri, April 9
16	April 1 – 15	Thurs – 4/15	Fri, April 23
17	April 16 – 30	Fri – 4/30	Mon, May 10
18	May 1 – 15	Fri– 5/14	Tues, May 25
19	May 16 – 31	Tues – 6/1	Thurs, June 10
20	June 1 – 15	Wed – 6/16	Fri, June 25
21	June 16– 30	Wed– 6/30	Fri, July 9
22	July 1 – 15	Thurs– 7/15	Fri, July 23
23	July 16 – 31	Fri– 7/30	Tues, August 10
24	Aug 1 – 15	Mon– 8/16	Wed, August 25

- **TIMECARDS ARE DUE TO KIDS KLUB PROGRAM OFFICE (DIRECTORS) NO LATER THAN 3:00PM ON THE DESIGNATED DAY- NO EXCEPTIONS**
- **TIMECARDS MUST BE TURNED INTO THE KIDS KLUB SECRETARY BY 9:00AM THE DAY FOLLOWING THE LISTED DUE DATE**
- **PLEASE PUT THE GRAND TOTAL AT THE TOP OF THE PAGE**
- **PROVIDE A DESCRIPTION OF WORK DONE OUTSIDE OF NORMAL KIDS KLUB HOURS**